

# Add Amendment SCPRS

Procurement Division, DGS  
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When you click on the link identified as **Add Amendment** you see the Add Amendment Menu screen shown below. *Please be aware that you are only allowed to view and work on your own department/agency's contracts.*

**Note:** Once the system has been in operation and has stored a large volume of data that is multi-year, a search capability for date ranges will be added to allow the user to search more efficiently.

Procurement DGS

search

My CA

**Add Amendment Menu Search**

To search for a contract select options below and click on the search button. This will provide you a list of Contracts that match the criteria.

Select the type of search you want to run

Search Now

Don't Specify (Find All Contracts)  
Don't Specify (Find All Contracts)  
Search by Contract Number  
Search by Description  
Search by Contractor Name  
Search by Contract Type  
Search by Contract Method

## Searching for Contracts

The drop down box on this screen offers a number of search options to locate contracts previously entered into the SCPRS. Once an item is selected from the drop down box, another entry box will appear for the user to enter specific information for that type of search.

1. *Don't Specify (Find All Contracts)* is the default selection. If you click on the gray **Search Now** all contracts for your department will appear.
2. *Search by Contract Number.* A new screen with an empty box for the Contract Number will appear as seen below.

**Add Amendment Menu Search**

To search for a contract select options below and click on the search button. This will provide you a list of criteria.

Select the type of search you want to run Search by Contract Number

Enter your search term

Search Now

Enter any part of the SCPRS Contract Registration Number into the box. Click on the gray **Search Now** button. This is the unique number assigned by the SCPRS when a contract is first entered. A part of the number, such as 4-digit organization number type or date will return those contracts that match your entry. (See Section 3 of the Users Guide for more information on the SCPRS registration number.) If the number is invalid as shown below, the SCPRS shows you a screen that states that no records were found for the number you entered i.e., 1-0 out of 0 Records. Click on the browser's gray **Back** button to try again.

**Add Amendment Search Results**

First < Previous [Next >](#) [Last](#)

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1 - 0 of 0 Records

First < Previous [Next >](#) [Last](#)

1. Select *Search by Description* and enter in the new box that appears a word or phrase that might be found in the description box of the original contract. Click on the gray **Search Now** button.
2. Select *Search by Contractor Name* and enter part of or the entire contractor's name in the new box. Click on the gray **Search Now** button.
3. Select one of the items in the drop down box *Search by Contract Type* as shown in the following screen. Click on the gray **Search Now** button.

**Add Amendment Menu Search**

To search for a contract select options below and click on the search button. This will provide you a list of Contracts that criteria.

Select the type of search you want to run

If you selected Contract Type, Select One.

Search by Contract Type

- 1 - IT Goods
- 2 - IT Services
- 3 - IT Consulting
- 4 - Non-IT Goods (commodities)
- 5 - Non-IT Services
- 6 - Non-IT Consulting
- 7 - Public Works
- 8 - A & E (Architectural & Engineering)
- 9 - Interagency Agreement
- 10 - Grants/Subvention
- 11 - Memberships/Sponsorships/Subscriptions

4. Select one of the items on the drop down box for **Contract Method**. Click on the gray **Search Now** button.

## Search Results

If your search identified contracts in the system, the screen below appears and lists pertinent information for each match. Once you have identified the contract to be amended, click on the registration number (in blue) on the first line of contract information (see screen above). This link takes you to the **Add Amendment** page for that contract.

**Procurement DGS**

**Add Amendment Search Results**

First < Previous 1 | 2 | 3 | 4 | 5 ... Next > Last

[176001120248](#)  
Contractor Name : test  
Dept. Contract No./P.O. No. : test-123  
Description : test  
Amount : \$3,566,756.98

[176004120248](#)  
Contractor Name : mecury plastic  
Dept. Contract No./P.O. No. : 1-02-81-05  
Description : plastic  
Amount : \$4,500,000.00

[176001120250](#)  
Contractor Name : Microsoft  
Dept. Contract No./P.O. No. : 1231546  
Description : This is a test of the Demo  
Amount : \$10,000.00

[176002120251](#)  
Contractor Name : Joe Contractor  
Dept. Contract No./P.O. No. : 9999999  
Description : David Villanueva's TEST  
Amount : \$50,000.00

[176001120252](#)  
Contractor Name : OTR Tester

The SCPRS Registration Number is the link to the contract's detailed information.

Each contract listed on the screen above includes the following pieces of information:

SCPRS Registration No.

Generated by SCPRS and created when the contract is first entered into SCPRS.

Contract Name	Provided by the user.
Dept. Contract No./P.O. No.	Provided by the user.
Description	Provided by the user.
Amount	<b>This is the initial contract amount and does NOT include any amended dollars.</b>

The **Add Amendment** screen is shown below.

**Note:** Searching for contract information through the **Add Amendment** page gives you a different screen than if you searched for the same contract in the **Reports** page. See Section 5 of the Users Guide for details on reporting.

## Changing Previously Entered Data

Many of the boxes on the **Add Amendment** page already contain information entered when the original contract was added to the system. Some of the boxes allow changes to this earlier data and some do not. If you need to edit or change data of a previously entered contract or earlier amendment and the screen does not permit you to change that item, you **must contact SCPRS staff** who will do it for you.

When data previously entered with the original contract is changed in an amendment, the original contract data will not change. Only the data of that particular amendment will show the changed information. When additional amendments are added, the default data for this new amendment will always be that initial contract's data.

## Public Works Contract Type and Change Orders

A Change Order is a written order issued by the State which is used to determine adjustments in the contract based on 1) a change in the work, 2) the amount of the adjustment in the Contract amount, and 3) the extent of the adjustment in contract time. All information that is changed as a result of Change Orders should be reflected in

SCPRS. Due to the nature and number of Change Orders, they may be put in batches and entered into the system with cumulative and/or final changes to reflect the current status of the contract at the time of entry. Batched means that more than one Change Order may be combined together and entered into the SCPRS as a single amendment.

**Note:** Change Orders may be batched and entered weekly/monthly/quarterly at the discretion of the entry State Agency. Each batch entry made into the system must reflect the numbering sequence or other identifiers of each Change Order in the ***Description of Goods/Services*** field.

The **SCPRS amendment number for Public Works contracts will not** reflect the actual numbers on change orders and amendments. The primary purpose in this version of the SCPRS is to capture significant information, such as dollars, scope or schedule adjustments, for change orders and amendments. More specific registration numbering for Public Works contracts will be addressed in future versions of the system.

[Go to Section 4a to continue the Add Amendment part of the User Manual](#)